



UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF INSPECTOR GENERAL

Washington, D.C. 20250



**AUG 29 2019**

Ms. Emma Best  
MuckRock News  
DEPT MR 49294  
411A Highland Avenue  
Somerville, Massachusetts 02144-2516

Subject: Log No. 19-00012

Dear Ms. Best:

This letter responds to your February 19, 2018, Freedom of Information Act (FOIA) request to the Department of Agriculture's (USDA) Departmental FOIA Office (DFO). You requested copies of SF-311 forms submitted to National Archives and Records Administration (NARA). On November 13, 2018, USDA's DFO referred records responsive records to the Department of Agriculture's (USDA) Departmental FOIA Office (DFO). On November 14, 2018, the DFO referred those records to USDA's Office of Inspector General (OIG) for processing and direct response to you. You requested copies of each SF-311 form submitted to NARA from 1995 through 2017.

We have determined that the pages referred by DFO originated with offices under the purview of DFO. Under FOIA, the agency which created the record is responsible for processing. Therefore, we have referred these pages and a copy of the request to DFO for processing and direct response to you.

For your follow-up purposes, the DFO contact information is:

Ms. Alexis R. Graves  
Departmental FOIA Officer  
1400 Independence Avenue, SW  
South Building  
Room 4104  
Washington, DC 20250-0706  
Email: [USDAFOIA@ocio.usda.gov](mailto:USDAFOIA@ocio.usda.gov)

You have the right to appeal this response by writing to the Inspector General, U.S. Department of Agriculture, 1400 Independence Avenue SW., Whitten Building, Suite 441-E, Washington, D.C. 20250-2308. Your appeal must be received within 90 days of the date of this letter. The outside of the envelope should be clearly marked "FOIA APPEAL."

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For your information, Congress excluded three discrete categories of law enforcement and national security records from the requirements of the FOIA. *See* 5 U.S.C. 552(c) (2006 & Supp. IV 2010). This response is limited to those records that are subject to the requirements of the FOIA. This is a standard notification that is given to all our requesters and should not be taken as an indication that excluded records do, or do not, exist.

You have the right to seek the assistance of the OIG FOIA Public Liaison. You can also seek dispute resolution services from the OIG FOIA Public Liaison or the Office of Government Information Services (OGIS).

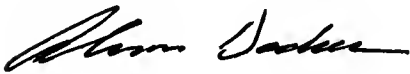
As part of the 2007 FOIA amendments, OGIS was created to offer mediation services to resolve disputes between FOIA requesters and Federal agencies as a non-exclusive alternative to litigation. Using OGIS' services does not affect your right to pursue litigation. If you are requesting access to your own records (which is considered a Privacy Act request), you should know that OGIS does not have the authority to handle requests made under the Privacy Act of 1974.

You may contact OGIS in any of the following ways:

Office of Government Information Services  
National Archives and Records Administration  
{OGIS} 8601 Adelphi Road  
College Park, MD 20740-6001  
Phone: (202) 741-5770  
Fax: (202) 741-5769  
Toll-free: 1-877-684-6448  
E-mail: [ogis@nara.gov](mailto:ogis@nara.gov)  
Web: <https://ogis.archives.gov>

For information about OIG, please refer to our Web site at [www.oig.usda.gov](http://www.oig.usda.gov). Should you have any questions or need additional information, please feel free to contact our office at (202) 720-5677.

Sincerely,



Alison Decker  
Assistant Counsel

cc:  
USDA Departmental FOIA Office